

MINUTES

MEETING OF: LIBRARY BOARD OF TRUSTEES
DATE OF MEETING: Wednesday, Jan. 21, 2015
PLACE OF MEETING: Library Learning Center
3368 Eureka Place, Carlsbad CA 92008

CALL TO ORDER:

Chair Hulsart called the meeting to order at 4:00 p.m.

ROLL CALL:

Present: Trustees Bradley (Arrived at 4:15 p.m.), Hulsart, Hinman, Benson and Parsons.
Absent: None

Staff Present: Heather Pizzuto, Library & Cultural Arts Director
Diane Bednarski, Deputy Library Director
Suzanne Smithson, Deputy Library Director
Glynn Birdwell, Principal Librarian
Steve Didier, Senior Management Analyst
Keith Gemmell, Library Programs & Venues Coordinator
Nancy Blake, Temporary Office Assistant

APPROVAL OF MINUTES:

ACTION: The Board, by proper motion (Hulsart/Hinman) approved the minutes of the Dec. 17, 2014 meeting.

Trustee Bradley arrived at 4:15 pm and did not participate in the approval of the minutes.

LIBRARY REPORTS:

The Board received the December 2014 Monthly Library Report. Trustee Benson inquired about the Library's decision not to publish the 2015 Anthology. Library Programs & Venues Coordinator Gemmell responded that required staff support had grown over the years, placing the Library in the role of publisher. The Magee Park Poets group was able to publish the most recent issue independently and will continue to do so. The Library has encouraged the Magee Park Poets to consider using digital publications to save on costs and reach broader audiences.

COMMON CORE PROGRAM PRESENTATION:

The Board received a presentation from Senior Librarian Marsha Weeks on the Common Core Workshop sponsored by the Serra Cooperative Library System attended by several staff on Nov. 20, 2014. This workshop focused on sharing the purposes of Common Core standards which provided a context for support by public libraries, especially in programming. Senior Librarian Weeks commented that she was impressed with the keynote speaker Jonathan Hunt, County Schools Librarian in the San Diego County Office of Education.

The program demonstrated how Common Core intends to teach children how to use in-depth, high-level skills and how to process information. Carlsbad Children's Services are currently incorporating Common Core philosophies in their programming. This workshop confirmed current directions and motivated staff to further develop programming to support Common Core standards.

At the conclusion of her presentation, Senior Librarian Weeks introduced new full-time Library Assistant I Kylee Seal who had previously worked part-time in both the Children's Services and Circulation Divisions at the Cole Library.

CAPITAL IMPROVEMENT PROGRAM PROJECTS UPDATE:

Senior Analyst Didier informed the Board that staff is working towards completing construction documents and moving into the plan check phase. However, the design work for the Dove courtyard and west patio will be completed separately but concurrently, as well as the design plans for signage and way finding. Those aspects will be completed in the coming months and will ultimately be included in the bid package. We are on track with the schedule.

Group 4 Architecture (G4) will be onsite Jan. 28 and Jan. 29 to display furniture samples at the Safety Training Center. Senior Analyst Didier updated the Board on the shelving issues at Cole and that work is being done to determine if we should leave the shelves in place and construct around them or replace/retrofit some shelving. Trustee Benson asked about the cost issue and if it was within budget to just replace all shelving. Senior Analyst Didier replied that he is working on obtaining the related costs but the costs are expected to be similar. The project team will be meeting with other stakeholders, Carlsbad Library & Arts Foundation and the Friends of the Library, to give them an update on the project. The team is planning on going to City Council with the plans for approval in the near future.

FY 2015-16 BUDGET POLICIES AND TIMELINES:

Senior Analyst Didier commented that the Finance department reported that the city's financial position was strong. The city is looking at exceeding their revenue estimates in the current fiscal year and planning for higher revenues in FY 2015-16. Finance authorized an increase up to 2.3 percent to the maintenance and operations budget. Budget submittals are due to the Finance department by March 2 with executive review to follow and City Council approval in June. The

budget summary and recommendations will be available to the Library Trustees in May. Trustee Hulsart asked about the RFID bids and Library & Cultural Arts Director Pizzuto said the proposals are currently being evaluated.

LIBRARY'S STRATEGIC INITIATIVES:

Library & Cultural Arts Director Pizzuto reminded the Board that the Library has continued to pursue a variety of strategic initiatives first identified in FY 2013-14. The typical cycle for identifying new initiatives has been adjusted around the significant resources dedicated to the library redesign projects. The Library's strategic directions are aligned with the City Council's goals and priorities, and their next goal setting workshop is scheduled for Feb. 3. This will help shape any new initiatives for the next fiscal year.

Staff reported on a number of existing initiatives where significant progress has been made including: implementing eLearning for both patrons and staff; evaluating and updating computers, tablets and mobile devices; exploring tools to efficiently select and manage library materials using predictive patterns and data on use; selecting a staff scheduling solution; and using the city's Geographic Information System (GIS) to map data that will inform and target program and service delivery. The Board raised a variety of questions and offered suggestions for the continued use of decision making tools and new technologies.

DIRECTOR'S REPORT:

Library & Cultural Arts Director Pizzuto brought the Board up to date on the following items:

Library Donations –

Library & Cultural Arts Director Pizzuto informed the Board of a gift from the estate of Jill LeCroisette in the amount of \$25,000. Ms. LeCroisette was a long time library patron, retired librarian and professional quilter who actively used many library services. Staff is recommending that the City Council accept the funds for use toward completion of the library redesign projects, consistent with the business plan presented to the City Council last year.

Staffing/Recruiting Updates –

- Library Programs & Venues Coordinator Keith Gemmell has graduated from California State University San Marcos with a master's degree in business administration.
- Library Assistant II Mary Salvato retired in December 2014 leaving a vacant position. An offer has been extended to a candidate.
- Virginia Velati Tirona is not returning to her position of Library Assistant at the Learning Center, creating a vacant position.
- As introduced previously, Kylee Seal has filled the Library Assistant position in the Cole Children's Services Division.

Employee Development –

- Librarian Maile McKeon attended a session on “Generational differences and how libraries can best serve the unique needs of the millennial generation”.
- Training Coordinator Amy Jordan, who is serving on the executive board of the American Library Association’s Learning Round Table, will be attending a planning session of this organization at the ALA Midwinter Conference while in Chicago from Jan. 30 to Feb. 2.

FOUNDATION REPORT:

Trustee Hulsart informed the Board that a new temporary exhibit opened in the city’s Sculpture Garden on Feb. 7. The Cultural Arts Offices continues to seek input on as part of its Public Art Master Plan development.

FRIENDS OF THE LIBRARY REPORT:

Representative Hulsart stated this year’s Better Book sale was slated for April 25 and April 26.

NSDC GENEALOGICAL SOCIETY REPORT:

Liaison to the Board Marg Keely introduced a possible replacement to the Board, Cindy Goodyer. She shared recent and upcoming activities of the NSDC Genealogical Society.

LIBRARY BOARD COMMENTS/ANNOUNCEMENTS:

Trustee Bradley shared information on upcoming William D. Cannon Art Gallery events from her attendance at the Gallery Committee.

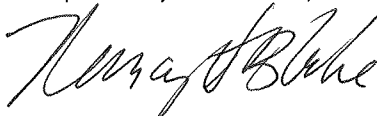
PUBLIC COMMENTS:

None

ADJOURNMENT:

By proper motion (Hulsart/ Parsons) and vote the meeting was adjourned at 5:24 p.m.

Respectfully submitted,



Nancy Blake
Temporary Office Assistant